

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR IV –  
Regional Mechanical and Electrical Supervisor

SALARY GROUP: B20

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 10/14/2015

POSITION #: 022533

**I. JOB SUMMARY**

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, implements, coordinates, monitors, and evaluates regional mechanical and electrical program activities to include the repair, maintenance, and installation of primary and secondary electrical systems, electrical control devices, and electric-driven power equipment to include heating, ventilation, air conditioning, steam boiler functions, and plumbing; and develops and recommends program guidelines, policies, procedures, rules, and regulations.
  - B. Oversees the work of regional mechanical and electrical program staff; coordinates work and advises management on specifics of proposed and ongoing maintenance and repair of the mechanical and electrical systems on assigned units; and confers with staff on program issues and problems to identify and implement solutions.
  - C. Reviews specifications and coordinates work requirements and availability of materials, equipment, and supplies; conducts inspections and approves materials, methods, workmanship, uniform codes and regulations, and quality standards; and ensures compliance with agency standards and safety, electrical, and mechanical codes, regulations, and policies.
  - D. Reviews shop drawings in relation to their adaptability to job conditions; reviews major alterations, maintenance, renovations, and construction with staff supervisors to schedule, plan, and coordinate activities; develops and maintains project records, documents, and files; and prepares and reviews reports detailing project activities, quality assurance, and progress.
  - E. Assigns and supervises the work of others; and provides technical assistance in the program area.
  - F. Assists in maintaining security of assigned offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Seven years full-time, wage-earning electrical or mechanical facilities maintenance experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of three years.
3. Two years full-time, wage-earning experience in the supervision of employees or offenders.
4. Construction experience preferred.

**B. Knowledge and Skills**

1. Knowledge of architectural, electrical, and mechanical engineering practices and procedures.
2. Knowledge of maintenance procedures, methods, and standards related to mechanical and electrical systems.
3. Knowledge of applicable state and federal laws, rules, regulations, codes, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to read and interpret blueprints, drawings, plans, and specifications.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan, organize, and oversee the installation of equipment in an institutional facility.

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12. Skill to develop and evaluate administrative policies and procedures.

13. Skill to assign and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, dolly, drafting instruments, engineering scale, and automobile.